



## General Guide

### Before you start...

- You can claim donations from the **past four years**.
- You must have **paid tax to the IRD** in each of the years you are claiming
- You need a **donation statement** from the school for each year. Request it by emailing your school's Financial Administrator
- Login to My IRD** and navigate to Donation Tax Credit <https://myir.ird.govt.nz>

**TOP TIP**  
If this is your first time you will need to register for Donation TC (for help see my site)

### 1. Click Enter donation tax credit receipts + Add a receipt

- > Enter donation tax credit receipts
- > View receipts submitted
- > More...



Donation tax receipts

**+ Add a receipt**

Please enter at least one receipt

**TOP TIP**  
Ensure the receipt is in your name and address

### 2. Complete the receipt fields (only 5 fields)

Donation tax receipts

× New receipt

Organization name:

Organization ID number:

Organization charity number:

Donation type:

Receipt date:

Receipt amount:

If your receipt was issued after the tax year or your receipt is for multiple donations, please use the end date of the tax year the donation applies to (eg. 31 March 2020). Otherwise use the receipt date

**TOP TIP**  
The school's IRD number will be on the donation statement.

**TOP TIP**  
for help with the date see my site

### 3. Attach the Tax Donation from your school

Type: Donation Tax Credit Receipt Attachments

Document description:

File:  Priemus, Olivia - Tax Donation 20212022.pdf

Receipt attachments:

Description	Size
2022 Tax Donation	156 Remove

**TOP TIP**  
Save Draft at any point if you get stuck.

### 4. Credit Transfer Question and click submit

Enter donation tax credit receipts

Progress bar: 1. Enter donation tax credit receipts, 2. Confirm and submit donation receipts, 3. Credit Transfer (active)

Credit Transfer

Would you like to transfer your credit?  
 Yes  No

**TOP TIP**  
This is usually no if you want the money in your bank

#### Confirmation

You have successfully submitted: Enter donation tax credit receipts

### 5. Was this guide useful?

Please consider a koha donation.



DonateMate will donate 50% of profits to Cure Kids to support life-saving medical research.

DonateMate  
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